



Intermediate Clerk

AMBULATORY CARE SERVICES

Vacancy Announcement

POSITION: LAC+USC Medical Center's Ambulatory Care Services has positions available for Intermediate Clerks for its Specialty Care Clinics. We are seeking highly motivated candidates who are interested in working in the ambulatory care setting with adult and/or the pediatric patient population.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Greets members of the public and staff
- Appoints and reappoints patients for clinic visits in the electronic medical record
- Updates patient information in the electronic medical record
- Answers the telephone and directs telephone calls from members of the public and staff to the appropriate person/department
- Screens, prioritizes, routes, distributes and records correspondence as needed
- Operates office machines such as personal computer, printers, telephones, fax machines, copy machines, etc., incidental to the performance of her/his duties
- Completes patient encounter forms
- Performs reminder calls for patients and sends correspondence to patients to follow-up on missed appointments.

DESIRABLE QUALIFICATIONS:

- One year recent experience working in an inpatient or outpatient medicine/medical-surgical area
- Effective interpersonal and organizational skills
- Excellent customer service, strong written and oral communication skills
- Ability to maintain confidentiality and security of sensitive information
- Flexibility and willingness to adapt to various changes in work flow and procedures

Must be currently on the Intermediate Clerk Item – OR – be reachable on a Los Angeles County Intermediate Clerk Certification List. Candidates need to submit a current resume, a brief cover letter indicating the area of interest, last two years of time records and last two years performance evaluations to:

Nurse Recruitment and Retention Center
Inpatient Tower – Room C2C112
1200 North State Street, LA, CA 90033
Phone: (323) 409-4664 Fax: (323) 441-8039
EOE/Posted 12/17/14

Resumes will be accepted until the needs of the department are met.

VACANCY ANNOUNCEMENT, NOT AN EXAMINATION BULLETIN